WAIT FOR IT!!!

Tasking Overview

by

(b)(3)

cia

Agenda

Tasking Basics

What We Don't Task

Tasking Resources

Tasking Reminders

"War Stories"

Q & A

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Tasking Basics

FOIA PROCESS—	TASKING TEMPLATE—Internal
• Scoping • Researching • Tasking • Finalizing	• Search or Review • Describe your research findings • Be concise • Include detailed reasons for any retasking(s)
TASKING TEMPLATE—External	TASKING RESOURCES—
• Include pertinent information about the case (number, docs, etc.) • Suggest expediency for returning determinations if necessary	• Wiki (work in progress) • Reviewer's handbook • Fellow case managers

What We Don't Task

- Foreign government documents
- Foreign language documents
- [redacted]

- Bios of senior foreign officials
- Glomars
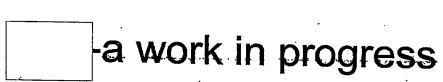
(b)(3)
CIA Act

APPROVED FOR
RELEASEL DATE:
28-Feb-2014

Resources for Tasking

- [   ] -a work in progress

CIA Act

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(U//AIUO) PIPD Case Manager Tasking by Publication

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Tasking by Publication

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Acronym	Publication	Directorate	Special Instructions
	9/11 Commission Report		
	Additional Information Items		
	Analysis		
	Assessment		
	Biographies (from OGAs)		
CIB	Central Intelligence Bulletin 1951-1958		
CIB	Current Intelligence Bulletin 1958-1974		
CID	Current Intelligence Digest		
	Classification Guides		
DSCIDs	Director of Central Intelligence Directives		
	DCIA Intelligence Memorandum (Executive Registry)		
FBIS	Foreign Broadcast Information Service		
FRD	Formally Restricted Data		
ICBM Report	Intercontinental Ballistic Missile Report		
IMF	International Monetary Fund		
	Information Items		
	Late Items		

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Note: [ ] has similar tables for tasking by topic, organization, personnel, and codewords

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Resources for Tasking

- [   ]-a work in progress
- Reviewers' Handbook
  - Our Name (CIA)
    - Official euphemisms
      - CAS (Controlled American Source)
    - Unofficial euphemisms

NOTE: You can find more euphemisms on page C-40 of the Reviewers' Handbook

➡ Tasking Reminders ⬅

- Use the templates
- Use ⬚ guidance for "special cases"
  - Nazi war crimes
  - High value detainees
  - Piggybacking
- Provide contact information
- Move docs into tasking
- Forward case to "Review Responses"

War Stories

- **Operational Files**
- **Biographies**
- **Golden Oldies**
  - Department of the Army Detachment
  - Office of Coordinator and Advisor
  - OSS records – The OSS Web Site

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IT'S THE END OF THE LINE

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ANY QUESTIONS

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